

Policies Regarding Non-Tenure-Eligible-Research Appointments Department of Educational Leadership and Policy Studies

Definitional Clarifications:

Appointment Policies for Non-Tenure-Eligible Research Appointments (NTERA)-- NTERA research appointments are persons holding the rank of research assistant professor, research associate professor, and research professor. Research professors at these three levels are employees of the university and are subject to appointment, renewal, advancement, termination, and conduct consistent with CHS and university policies and procedures, and the special conditions outlined herein. All positions shall be non-tenure-eligible renewable term appointments not to exceed five years for any one contract period. These appointments shall be approved at the department, college, and provost levels. In CHS, the qualifications, standards, and processes/procedures for NTER appointments shall be the same as for tenured and tenure-eligible faculty with commensurate titles.

Persons holding this title are not members of the General Faculty, may not hold senate positions, nor represent the faculty on college or university committees. They are eligible for graduate faculty status.

Persons holding NTER positions shall not convert to tenure-eligible or tenured positions. They may apply for an advertised tenure-eligible position provided the search and appointment processes conform to those for tenure-eligible faculty.

Appointments are renewable at the discretion of the home department contingent on continuation of external funding (except that research professors supported by federal funds shall be governed by applicable federal policy) and departmental performance review. The dean and the provost shall approve reappointments. At any time during the contract period positions may be terminated without cause and/or due to lack of grant funding sufficient to cover salary and benefits through the term of contract (subject to federal guidelines when they apply).

Hiring of Non-Tenure-Track Faculty Members:

The hiring of NTERA's for a contract of no more than five years will be conducted in accordance with provisions in the ELPS Handbook. The department chair and dean will evaluate and determine prior experiences or credit that may affect the terms of the appointment during the negotiation phase. A Position Responsibility Statement (PRS), based initially on the job description, will be completed shortly after the individual assumes his or her responsibilities. Persons holding NTER positions shall have a PRS stipulating not less than 90 percent time commitment of the appointment to research. Up to a maximum of 10 percent time commitment may be assigned for serving on graduate committees and/or leading research related seminars. As these are research (not teaching) appointments, funding for the incidental teaching time-share shall be from external funds. The PRS may be subsequently amended during the individual's term

appointment as mutually determined by the individual and the department chair. One copy of all Position Responsibility Statements will be forwarded to the Dean's Office.

The policies outlined in subsequent sections of the ELPS Handbook regarding review, renewal, and advancement for non-tenure-track faculty members will apply to those NTERA'S holding a 50-100% continuing term appointment of up to five years (ordinarily B-base). The department chair, in conjunction with tenure or tenure-eligible members of each program area will be included in the determination of need and review prospective candidates review and approval of applicants. The department chair will determine availability of external funding resources and make offers to prospective candidates.

Performance Reviews:

The ELPS department chair will conduct annual reviews of NTER appointments in accordance with the Annual Review procedures in the ISU Faculty Handbook and ELPS guidelines.

Renewal Reviews for NTERA's:

Information regarding the review processes and time frames must be communicated in writing to the individual during the first six months of employment.

Criteria for Renewal:

Criteria for renewal are:

- evidence (see "Review Materials" below) of effectiveness and productivity in current role per PRS
- evidence of departmental and program area needs and availability of resources.

Review Time Frame:

Renewal reviews will occur early in the first half of the third year of a three-year appointment or during the last half of the fourth year of a five-year appointment. The decision regarding renewal must be finalized no later than six months prior to the end of the NTERA's current term contract.

At the discretion of the individual and the department chair, the renewal review may substitute for the annual review in an individual's renewal review year.

Review Personnel Involved:

The department chair will:

- send a written reminder concerning the upcoming review to the NTERA at least 12 months prior to the end of the term contract,
- appoint three members to the review committee (with at least one representing the individual's program area)
- designate the committee chair, (from the appointed review committee members)
- recommend to the Dean a decision regarding renewal, and

- meet with the individual to inform him or her of the decision.

A committee of three departmental faculty members will:

- review the individual's documentation,
- meet with the individual for a conference about the individual's accomplishments and goals and the department's current and anticipated needs, and
- provide input to be included in a summary report which is submitted to the department chair.

(If an individual's appointment is shared with another department, the two department chairs will confer and determine appropriate renewal review processes.)

The renewal review committee chair will:

- receive the individual's review materials,
- make these available to committee members,
- schedule a review meeting to be held not later than nine months prior to the end of a NTERA's contract , and
- serve as principal author of the summary report to be submitted to the department chair not later than eight months prior to the end of a NTERA's contract.

Review Materials:

Following closely the provisions of the PRS (amended if changes were made during the term contract), the individual appointee will submit the following documents to the review committee chair no later than 10 months prior to the end of a current contract:

- PRS(s),
- Three-page overview of achievements and goals that includes a statement of the requested renewal action, and
- Artifacts and evidence of effectiveness.

Examples of relevant artifacts include, as applicable:

- Research (e.g., reports, brief summary of all research projects, grants, awards)
- Creative Activities (e.g., publications or conference presentations, technical reports).
- Extension/Professional Practice (e.g., workshop materials, training modules, consulting reports or products).
- Service (e.g., summary of institutional or professional service - renewal applicants are strongly encouraged to request informational and support letters from external collaborators, clients, or other relevant persons to accompany his or her review materials.

The above materials written or assembled by the individual will be available to the individual, the committee members, the committee chair, and the department chair.

Review Process:

Members of the renewal review committee will review the documentation in advance of a scheduled renewal review meeting. Committee members will meet with

the NTERA to discuss the NTERA's accomplishments and goals and the department's current and anticipated needs. The renewal review committee members will provide feedback and input to the committee chair. The committee chair is responsible for writing and submitting the summary report to the department chair.

The department chair and review committee chair will meet with the NTERA to review the report and department chair's recommendation to the dean.

All steps will be completed in a sufficiently timely manner per institution standards.

Within the review context, all parties to the renewal review are expected to disclose information relevant to potential conflicts of interest as outlined in the ISU Faculty Handbook section 8.2.3 (pp. 101-106). The provisions outlined in the ISU Faculty Handbook and the CHS Governance Document will also guide departmental review of any disclosures and inform subsequent actions.

NTERA's participation in Department:

Governance Involvement.

The additional categories of department member, "Non-Tenure-Eligible-Research-Appointments" will be added to ELPS Handbook 1.1.8.

NTERA's will enjoy all voting rights listed in the "All Faculty" section, and may also vote on similar matters applicable to their program area. These NTERA's are eligible to serve on all ELPS governance committees except the Promotion and Tenure Committee, and may not serve as program area coordinator or department chair. Those NTERA's whose contracts are for less than 50% a year for the department do not participate in departmental level faculty governance. These individuals may be involved in program area discussions but do not participate in program area voting.

Support for NTERA's with 50-100% term appointments should be roughly equivalent to the support provided to tenure-track, non-tenured faculty members. Professional development support is not ordinarily provided for NTERA's whose contracts are less than 50% per academic year for the department.

Curricular Development and Review.

Participation of NTERAs are not eligible to vote on departmental motions regarding curriculum. NTERAs whose contracts are less than 50% per academic year for the department may participate in program area deliberations but do not vote at the program area or department levels.

The following Department of Educational Leadership and Policy Studies Governance documents will be applicable to NTERAs:

- 1.1.4 Departmental nontenured-Track Faculty
- 2.3.1 Non-Tenure-Track Faculty Policies

2.4.1 Annual Reviews
2.5.1 Position Responsibility Statement